

District Technology Property Checkout Agreement

While the primary purpose of the Middlesboro Independent School District's technology equipment is for use on site during the instructional day, there are times when it is appropriate for students to check out equipment to be used for educational purposes beyond the school day. **All students/parents/guardians will be required to sign this form before technology equipment can be taken to a location other than a District facility. Technology equipment may be checked out under the provisions of the Acceptable Use Policy.**

By completing and signing this form, I/we acknowledge and agree as follows:

1. All use of the District's technology equipment will be for educational purposes. At no time will the equipment be used for personal, commercial or business use, or for political or religious reasons.
2. To abide by the provisions of the District's Acceptable Use Policy and adhere to copyright law. This includes no unlawful copying or distributing of software.
3. To use ordinary care and diligence in protecting, safeguarding, and supervising use of the equipment, all components and accessories, and returning it to the District in the same condition it was in prior to checkout, excluding normal wear and tear; and to assume liability for any damage, loss, or theft of the equipment while in my care.
4. To participate in training in the use and care of technical equipment as provided by the District.
5. It is recommended that individuals who are assigned technology equipment have homeowners, renters and/or automobile insurance coverage in case of theft or loss.
6. Any technology equipment that is lost, stolen or damaged will result in financial loss to the School District. If it is determined that the loss of a system, or damage to a system is a result of the individual's failure to comply with School District policies and procedures, or because of the individual's intentional act, the individual will be required to reimburse the School District for the cost of replacement or repair of the device.
7. Technology equipment should not be left in vehicles due to risk of theft, as well as damage that may be incurred by excessive heat or cold.
8. Technology equipment should not be left in an unsecured location.
9. In cases of obvious neglect, abuse or violations, the technology equipment will be taken from the individual and reassigned.
10. Problems with the functionality of the equipment must be reported to the District. No on-site home support will be available to users. If units need to be sent out for repair, loaner units will NOT be available.
11. All technology equipment must be recorded in the Middlesboro Independent School District technology inventory. Middlesboro Independent reserves the right to perform a physical inventory of the hardware at any time.
12. Technology equipment will receive mandatory diagnostic checks and virus software at the discretion of the Middlesboro Independent School District technology coordinator. At such times, the equipment will be returned to the District Technology Office at 220 North 20th Street, Middlesboro, Kentucky.
13. Technology equipment should be immediately returned upon request to the District technology coordinator. Failure to do so will result in termination of check-out agreement.
14. Users are responsible for the backup of all personal data on the technology equipment. Middlesboro Independent School District assumes no liability for the loss of data. All personal information should be saved to an external source.

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15. Individuals must report lost, damaged or stolen equipment within 24 hours to the District. Stolen equipment will be reported to the appropriate law enforcement agency to insure thorough investigations, pursuit of criminal prosecution and full restitution, when possible, to the fullest extent of the law.
16. To return the technology equipment to the school:
 - a. On or before the due date on this agreement.
 - b. Prior to the due date if requested by the authorizing supervisor or technology coordinator.
 - c. When withdrawing.

ITEM INFORMATION

(to be completed by authorizing supervisor or technology coordinator)

Equipment Description	Brand	Model No.	Serial No./ Service Tag	Inventory Tag Number

Date Checked Out: _____ Due/Return Date: _____

STUDENT INFORMATION

(To be completed by parent/guardian)

Student Name: _____

Parent/Guardian Name: _____

Home Address: _____

Home Telephone No.: _____ Cell: _____

I/We have read and agree to comply with the Technology Equipment Check-Out Agreement. I understand that any violation of the procedures may result in my child not having access to equipment for use away from District facilities. I also understand that I assume accountability and responsibility for any equipment I check out on behalf of my child.

I agree to release, indemnify and forever discharge the Middlesboro Independent School District, its successors and assigns, its agents and employees and all other persons, firms or corporations, who are or might be liable in any way, from and against any liability or responsibility whatever of any kind and nature, arising from and by reason of use of Middlesboro Independent School District's equipment and participation in its check out.

User Signature: _____

Parent/Guardian Signature: _____ Date: _____

Review/Revised:3/18/14